



## Create a Check Capture Administrator Offline Logon Profile

To create a Check Capture Administrator's (CCA) Offline user logon profile, complete the following steps:

1. Log into **OTCnet Online** and click the **Administration** tab, select **Manage Users** click **Create a User Logon Profile**. The *Create User Logon Profile* page appears.



### Application Tip

Before creating a Check Capture Administrator logon profile consider the following information:

- To create a CCA Offline user logon profile you will need CCA privileges
- The CCA Offline logon profile is necessary for starting the Offline server, and updating pre-existing non-CCA Offline user profiles during upgrade
- If your Agency is upgrading an existing OTCnet Offline version (1.3.3 or older) to a newer version (1.4 and above), you must first create a CCA Offline user logon profile
- Every time a CCA Offline user logon profile is created using OTCnet Online, you will need to download your CCA admin profile in OTCnet Offline



2. Enter your **Offline Password** and **Confirm Offline Password**.



#### Application Tip

If you forget your Offline password and the OTCnet Offline server is not available, you must log in to OTCnet Online from your OTCnet Offline workstation and create a new Offline logon profile. You must be logged into your OTCnet workstation as a CCA to create your Offline user logon profile again.



#### Application Tip

If you have an existing CCA account from a 1.3.3 or older version of OTCnet Offline installed, it is recommended that you set your CCA's Offline user logon profile password to the **same** password used for logging in to the Offline application.

3. Click **Submit**. A *Confirmation* page appears stating your offline logon profile has been successfully created.

4. After you have successfully created your CCA Offline logon profile, log in to OTCnet Offline to download your admin profile and set your permanent offline password. Refer to the *Retrieve a Check Capture Administrator Profile* printable job aid.
5. Restart your computer to ensure that all OTCnet security features are fully enabled.



#### Application Tip

Ensure the upgraded OTCnet Offline Check Capture Software version (1.4 and above) is downloaded and installed on each terminal before retrieving your Admin profile.